

ZERO EMISSION FLEET
TRANSITION PLAN

Element 6: WORKFORCE
EVALUATION TOOL

All applicants proposing funding for zero-emission projects under FTA's Buses and Bus Facilities Competitive Grant Program and/or the Low or No Emission Competitive Grant Program are required to develop a Zero Emission Fleet Transition Plan. This plan has six discrete elements. The sixth element is an examination of the impact of transition to a zero-emission fleet on the current workforce.

This tool is designed to aid applicants in drafting Element 6 and identify skill gaps, training needs, and retraining needs of the existing workers of the applicant in order to operate and maintain zero emission vehicles and related infrastructure and avoid displacement of the existing workforce.

Additional guidance, reference materials and best practice resources to aid applicants in completing the areas of evaluation in this template are provided by the FTA funded Transit Workforce Center with a specific site for Zero Emission Buses (ZEB):

<https://www.transportcenter.org/ZEB>.

FTA encourages applicants to use this tool in collaboration with its workforce and workforce representatives.

**THIS TEMPLATE IS FOR INTERNAL TRANSIT AGENCY USE
AND SHOULD NOT BE ATTACHED TO AN APPLICATION.**

ZERO EMISSION VEHICLE FLEET TRANSITION PLAN WORKFORCE EVALUATION TOOL

1. Identify the skills, training and credentials required to maintain and operate the proposed fleet and associated infrastructure. NOTE: This may be vehicle-specific, and some elements may not be able to be determined until the Transit Vehicle Manufacturer (TVM) is selected. Consultation with the utility provider may also be appropriate.
2. Describe how the skills of existing workers will be assessed. Identify the estimated number, and percentage, of workers who may be impacted by this transition as a result of new skills requirements. The assessment should include both transit technicians and bus and rail operators.
3. Assess and identify any current or anticipated gaps between necessary workforce skills identified above and the existing baseline skills/credential requirements of the current workforce.
4. Describe the training plan, including strategies and partners that will be deployed and resourced to help the agency transition existing workers to meet new skills requirements. The training plan may include in-house training, "train the trainer", registered apprenticeship, third-party training or similar. Identify any additional staff that will need to be recruited and hired.

